



CANNON BUILDING  
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**STATE OF DELAWARE**  
**BOARD OF PROFESSIONAL LAND SURVEYORS**

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MEETING MINUTES:	<b>BOARD OF PROFESSIONAL LAND SURVEYORS</b>
DATE AND TIME:	<b>January 21, 2016 at 8:30 a.m.</b>
PLACE:	861 Silver Lake Boulevard, Dover, Delaware <b>Conference Room A</b> , second floor of the Cannon Building
APPROVED:	February 18, 2016

**MEMBERS PRESENT**

James Bielicki, Jr., Professional Member, Chair, Presiding  
Franco R. Bellafante, Professional Member, Vice-Chair  
Charles Adams, Jr., Professional Member  
Carla Cassell-Carter, Public Member  
Kelly Katz, Professional Member

**MEMBERS ABSENT**

Rhonda West, Public Member, Secretary

**DIVISION STAFF**

Meredith Hurley, Administrative Specialist II  
Peggy Mack, Executive Director  
Kevin Maloney, Deputy Attorney General  
David Mangler, Division Director  
Sandra Wagner, Administrative Specialist III  
Jessica Williams, Administrative Specialist III

**CALL TO ORDER**

Mr. Bielicki called the meeting to order at 8:44 a.m.

**PUBLIC RULES AND REGULATIONS HEARING**

The public hearing was called to order at 8:44 a.m. Verbatim testimony was recorded electronically. Mr. Maloney stated the purpose of the hearing. The following items were marked as Board Exhibits for the record: Board Exhibit 1 – News Journal publication affidavit, and Board Exhibit 2 – Delaware State News publication affidavit. The Board introduced themselves for the record. Mr. Bielicki opened the floor for public comments. There were no public comments. The Board will deliberate on all public comments during the February 18, 2016 meeting. The Board went off the record at 8:48 a.m.

**REVIEW AND APPROVAL OF MINUTES**

Board Meeting Minutes – November 19, 2015

Mr. Katz made a motion, seconded by Mr. Bellafante, to approve the November 19, 2015 minutes. By unanimous vote, the motion carried.

## **UNFINISHED BUSINESS**

### **Approval of Audits**

Mr. Katz made a motion, seconded by Mr. Bellafante, to send audit approval letters to the following licensees as noted below. By unanimous vote, the motion carried.

Adkins, Steven M.	Cuppels, Gary T.	Elkins, Jeffery Wayne
Evans, Kenneth L.	Gleissner, Barry A.	Heitzer, Robert D.
Kelly, Edward F.	Lathrop, Wendy	Long, Lawrence R.
Mettee, John V., III	Moody, Paul K., III	Stigner, Kenneth
Telschow, Robert W., Jr.	Wallis, Edwin Scott	Whitten, Steven Warren
Woodward, Charles R., Jr.		

### **Review of Audits**

Mr. Bielicki made a motion, seconded by Mr. Bellafante, to send final audit notices to the following licensees as noted below. By unanimous vote, the motion carried.

Beattie, John D.	Bunting, Madison J.	Cartolano, B. Michael
Farcht, Thomas E., Jr.	Harrington, Grant	Hughes, Robert M.
Joyce, Matthew E.	McKenna, Bruce R.	Sweikert, Carl Wayne
Szymanski, Michael T.	Young, George E., III	

### **Continued Discussion of Plan Certification Notes**

Mr. Bielicki made a motion, seconded by Mr. Kelly, to table the discussion until the February 18, 2016 meeting, as requested by Mr. Adams. By unanimous vote, the motion carried.

## **NEW BUSINESS**

### **Ratification of Issuance of Land Surveying Certificate of Authorization**

Mr. Bellafante made a motion, seconded by Ms. Cassell-Carter, to ratify the certificate of authorization application for Mountain Consulting, Inc. (S8-0000130), issued on November 28, 2015. By unanimous vote, the motion carried.

### **Review of Application for Licensure by Reciprocity**

Mr. Bellafante made a motion, seconded by Mr. Katz, to approve the application for licensure by reciprocity for Jeffrey Conaway contingent upon a passing score on the State drainage and jurisprudence exam. By unanimous vote, the motion carried.

Mr. Bellafante made a motion, seconded by Mr. Katz, to approve the application for licensure by reciprocity for James Fleming contingent upon a passing score on the State drainage and jurisprudence exam. By unanimous vote, the motion carried.

Mr. Bellafante made a motion, seconded by Mr. Katz, to approve the application for licensure by reciprocity for Thomas McElroy contingent upon a passing score on the State drainage and jurisprudence exam. By unanimous vote, the motion carried.

#### Courses for Personal Development Hours Approval

Mr. Katz made a motion, seconded by Ms. Cassell-Carter, to approve the following course as requested. By unanimous vote, the motion carried.

Thomas H. Whitehead: Plotting Deeds and Composing Deed Descriptions, TBD, 6 PDHs

#### Election of Officers

Mr. Katz nominated Mr. Bielicki to remain as Chair, seconded by Mr. Adams. Ms. Hurley advised the Board that the current officers have served the maximum number of terms and are unable to serve additional terms.

Mr. Bielicki nominated, seconded by Mr. Adams, to elect Mr. Bellafante as the new Chair. All were in favor.

Mr. Bellafante nominated, seconded by Mr. Katz, to elect Mr. Adams as the new Vice-Chair. All were in favor.

Mr. Bielicki made a motion, seconded by Ms. Cassell-Carter, to table the election of Secretary until Ms. West is in attendance. All were in favor.

#### **OTHER BUSINESS BEFORE THE BOARD (FOR DISCUSSION ONLY)**

Mr. Bielicki brought up the review of exam questions in the Delaware jurisprudence exam. He advised the Board that Cliff Bakhsh offered to assist with writing the questions. Mr. Bielicki suggested that someone should be contacted at DNREC for feedback on the drainage questions. Additionally, the storm water questions may need to be updated to ensure that the questions reflect current codes.

The requirement for a sealed survey was discussed. This was supposed to be a Legislative action involving surveys for home settlements. Mr. Maloney advised the Board that the proposed statutory revisions pertaining to sealed surveys and home settlements has not been brought forth before the legislature. Mr. Maloney will advise the Board of the status of the proposal during the Board's next regularly scheduled meeting. Due to the proposal being legislative in nature, a public hearing would not need to be held.

Mr. Bielicki stated that he has had discussion with the Delaware Association of Professional Engineers to address the concerns of Professional Engineers signing and sealing plans. The DAPE still wants to meet with the Board to discuss compliance with the Professional Land Surveyors Rules and Regulations.

Mr. Bellafante had a question concerning his term of office. He wanted to know if his votes were still valid if he's past his term. Mr. Maloney informed Mr. Bellafante that he can remain an active participant of the Board until the Governor appoints a replacement.

Mr. Bielicki read a letter from James Grant, inquiring if there was an expedited process for applicants who are licensed in other jurisdictions. It was determined that applicants would still be required to complete the 2-hour written exam on drainage and Delaware law.

Mr. Bielicki brought up the attendance for the next NCEES meeting and inquired if Mr. Bellafante would like to start going to them as he is now the new Chair. Mr. Bellafante thanked Mr. Bielicki for his dedication to the

meetings and asked if he would like to continue going to future meetings. With no objection from the Board, Mr. Bielicki accepted.

#### **PUBLIC COMMENT**

There was no public comment.

#### **NEXT MEETING**

The next meeting of the Board is February 18, 2016 at 8:30 a.m. in Conference Room A, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

#### **ADJOURNMENT**

There being no further business before the Board, Mr. Kelly made a motion, seconded by Mr. Bellafante, to adjourn the meeting at 10:43 a.m. By unanimous vote, the motion carried.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Meredith Hurley".

Meredith Hurley  
Administrative Specialist II